



**DEPARTMENT OF THE ARMY
NATIONAL GUARD BUREAU
111 South George Mason Drive
Arlington, VA 22204-1382**

**REPLY TO
ATTENTION OF:**

NGB-ARO

10 September 2004

**MEMORANDUM FOR Joint Force Headquarters J1, J3, Mobilization Readiness
Officers, and COTTAD Managers**

**SUBJECT: Use of Contingency Operations Temporary Tour of Active Duty (COTTAD)
in Conjunction with or in lieu of Partial Mobilization for Individual Soldiers**

1. References:

a. ARNG G3 Memorandum, "Requirement for COTTAD Packets for Soldiers with Previous Partial Mobilization," dated 19 July 2004.

b. DA ALARACT Message 123/2004, Subject: ALARACT COTTADS ISO OPERATION NOBLE EAGLE (ONE), OPERATION ENDURING FREEDOM (OEF), AND OPERATION IRAQI FREEDOM (OIF)

c. DA RC Soldier Mobilization Eligibility Screening Process Policy – Interim, 5 August 2004.

2. This memorandum contains implementing guidance for the use of COTTAD orders in conjunction with partial mobilization to allow Soldiers to deploy to the CENTCOM AOR with their mobilizing units, when the individual Soldier does not have enough partial mobilization time remaining to complete the deployment.

3. Department of the Army (DA) has directed that all Soldiers in mobilizing units sent to mobilization stations will have enough partial mobilization time available, either separately or in combination with COTTAD, to complete the unit's deployment in theater. See enclosure 3. To facilitate such efforts, DA has authorized use of COTTAD orders for a period of up to 24 months in conjunction with or in lieu of partial mobilization orders for those Soldiers volunteering for service in the CENTCOM AOR, when the Soldier does not have enough partial mobilization time remaining to complete the deployment with his or her unit. See enclosures 1 and 2.

4. States will adhere to the following implementation guidelines when using COTTAD orders in conjunction with or in lieu of partial mobilization orders for Soldiers deploying to the CENTCOM AOR with mobilizing units:

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a. States will identify Soldiers who require COTTAD orders to complete a deployment with their units and who are willing to so volunteer during the pre-mobilization phase at home station. Units will assemble COTTAD packets as early as possible, but in any case prior to departure of the unit for the mobilization station.

b. Deployment on COTTAD orders is voluntary. States will ensure that unit commanders properly brief all Soldiers on the implications of volunteering for COTTAD orders. To that end, the first colonel in the unit chain of command will sign the following Statement upon completion of these briefings, attached to an alpha roster of the Soldiers briefed, and will submit this document to the CONUSA with the COTTAD packets:

“I certify that the Soldiers whose names appear on the attached roster voluntarily signed and submitted DA Forms 1058-R after having been informed of the potential consequences of volunteering for a Contingency Operation Temporary Tour of Active Duty (COTTAD) in conjunction with an involuntary mobilization.”

c. States will route these packets through the CONUSA to FORSCOM for action. Depending on when units complete the packets, States may send the packets directly to the CONUSA prior to unit arrival at the mobilization station, or the unit may submit the packets through the mobilization station upon arrival at that location:

(1) States are encouraged to submit packets as early as possible.

(2) Submitting packets directly to CONUSAs: States may submit packets directly to CONUSAs upon receipt of the DA mobilization order for the unit. Units with mobilization stations in the First Army AOR may submit packets to MAJ Ballew at the address listed in paragraph 6(b). Units with mobilization stations in the Fifth Army AOR may submit packets to 5th US Army EOC G1 at the address listed in paragraph 6(c). Please submit a single excel spread sheet with all UICs, and soldier standard line information. Files should be sent by e-mail and in PDF format or hardcopy by FEDEX / US Mail to 5A EOC G1 at the address listed in paragraph 6 (c) of this memo. Label PDF files with soldiers name and last 4 of the SSN. Please include the tag release letter as a PDF file. The packet as a whole should be broken down by UIC with soldiers from each UIC alphabetically listed and their paperwork in order within the PDF files. States are strongly advised to notify the CONUSA POC prior to mailing the packets.

(3) Hand carrying packets to the mobilization station: When the unit is unable to complete all packets prior to departure for the mobilization station, the unit will hand-carry any remaining packets to the mobilization station and submit them through channels to the CONUSA once complete.

d. When Should Soldiers Volunteering for COTTAD Report to the Mobilization Station:

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(1) 90 Days or More of Partial Mobilization Time Remaining: Soldiers with 90 days or more of partial mobilization time available will mobilize and deploy to the mobilization station with their units. States will submit their packets early to the CONUSA or have the unit commander hand carry them to the mobilization station for process as described above.

(2) Less than 90 Days of Partial Mobilization Time Remaining: For Soldiers with less than 90 days of partial mobilization time available, States will execute one of the two following courses of action:

(A) The Soldier submits his or her COTTAD packet and remains at home station until HRC issues the COTTAD order. Upon receipt of the COTTAD order, the Soldier joins his or her unit and completes the deployment under either COTTAD or a combination of partial mobilization or COTTAD.

(B) The State brings the Soldier on active duty in a T-32 status from the unit's mobilization date until receipt of the Soldier's COTTAD Order:

(i) Annual Training (AT): If feasible, the State may choose to send the Soldier to the mobilization station with the unit in an AT status while awaiting COTTAD orders.

(ii) Active Duty for Special Work (ADSW): States must procure approval prior to sending Soldiers to the mobilization station on ADSW orders. Such requests will be considered on a case-by-case basis, subject to availability of funds. POC is Chief, NGB Plans and Programs Branch (NGB-ARO-O), (703) 607-7352.

5. Administrative Requirements:

a. Each COTTAD packet must include the following documents: Justification signed by an O6, 1058R signed by the soldier and unit commander, TAG release memorandum, all previous mobilization orders with amendments, and Soldier's volunteer memorandum. All packets that are submitted within 30 days of the soldier's current REFRAD date must also include a Letter of Lateness memo stating why the packet is late. It must be signed by an O6.

b. Annotate the start date of the COTTAD order in block 20 of the 1058R. For Soldiers who will use COTTAD in conjunction with partial mobilization, this is the day following the last day of partial mobilization.

c. Annotate on the 1058R that the COTTAD order will be in support of OIF or OEF. All packets must reach the CONUSA as early as possible: 120 days prior to the desired start date of the COTTAD order is optimal. Late submission of packets may delay the Soldier's report date to the unit.

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d. COTTAD packets must be complete and correct upon submission. Incomplete packets will delay processing. States may direct questions to Operations Branch (NGB-ARO-O), ATTN: MAJ Ronald R Wilkins or 2LT Tracy J Swanson, (703) 607-8119 or (703) 607-9352.

6. Points of Contact:

a. NGB: National Guard Bureau-Operations (NGB-ARO-O), 111 S. George Mason Drive, Arlington, Va. 22204-1382. MAJ Wilkins, CML 703-607-8119, FAX 703-607-9057, DSN 327, ron.wilkins@ngb.army.mil, or 2LT Swanson, CML 703-607-9352, DSN 327, tracy.swanson@ngb.army.mil.

b. First Army: 1st Army HQ First Army, ATTN: AFKA-OPM, 4705 N. Wheeler Drive, Forest Park GA 30297-500. MAJ. Ballew, CML: 404-469-5896 FAX 5743 DSN: 797-5896. steven.ballew@first.army.mil.

c. Fifth Army: 5th Army U.S. Army, AFKB-PR-PC, 1400 E. Grayson St. Bldg 16 Site G-1, FT. Sam Houston, TX 7823-7000 or ATTN G-1, 1400 E. Grayson St. BLDG 44, FT Sam Houston, TX 78234-7000. 5th Army EOC G1 ATTN: Mr. Floyd or MSG Delapena, CML 210-221-2085/0179 DSN 471 5aeocper@fifth.army.mil.

7. Points of contact for this memorandum are MAJ Ron Wilkins at CML 703-607-8119, or 2LT Tracy J. Swanson at CML 703-607-9352.

MATTHEW L. MURPHY
Colonel, GS
G3, Army National Guard

3 Encls

1. ARNG G3 Memorandum, "Requirement for COTTAD Packets for Soldiers with Previous Partial Mobilization," dated 19 July 2004.
2. DA ALARACT Message 123/2004, Subject: ALARACT COTTADS ISO OPERATION NOBLE EAGLE (ONE), OPERATION ENDURING FREEDOM (OEF), AND OPERATION IRAQI FREEDOM (OIF)
3. DA RC Soldier Mobilization Eligibility Screening Process Policy – Interim, 5 August 2004.